



Monthly Packet Message Passing Exercise Review

Period: 01/18/2023 09:00 to 01/25/2023 17:00



Santa Clara County ARES®/RACES/CRU

Last Updated: 25 Jan 2023

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Messages Passed

Approximate number counts from the Xanadu EOC ICS-309 (as of Wed.):

Toy Dropoffs assigned (total):		25
Participating / staff:		23 / 2
Content Messages exchanged *:		
	Form ICS-213 / Routine	46
	EOC213RR	26
	Courtesy	0
	Mike Mike ICS213	15
	Mike Mike Plain Text	23
	Messages left In Tray	11

Happy New Year and thank you for participating in this exercise!!!!

- * Excluding DELIVERED 402. Overall including DELIVERED 754 messages

Exercise Objectives

- Based on SCC documentation
 - SCCo ARES/RACES Packet Operations - Type III, Part A and Part B courses
 - How to Send a Packet Message with Outpost - 09/19/2013
 - Standard Packet Message Subject Line - 02/22/2023
 - Standard Packet Check-in/Out Message - 09/25/2023
 - Outpost Users Guide, Basics; Version 3.4 | July 2020
 - RACES Recommended Form Routing Cheat Sheet [Rev: 19-Feb-2023]
- Exercise simulated 3rd party and operator-to-operator messages
 - Check-In and Check-Out using new form
 - XSCEVENT and XND@XSC City Notice retrieval
 - ICS-213
 - XSC OA Jurisdiction Status needed more practice
 - Simulated handwritten formal messages
 - Handwritten “Form 1” row / column information

How did we do in general?

- Thomas didn't find any of my typos during the exercise
- Handwritten forms produced some "interesting" results
- Some "soft" and "hard" fax machine errors
- "Earthquake" is one word
- ICS Reference message number!!!!
 - 10 City EOCs forgot for first ICS-213
 - 7 of the 13 City EOCs forgot for Mike-Mike ICS213
- Reminder:
 - If you get a Delivered receipt message back and no other messages, compare the Subject: line of the message you just sent against the instructions/directions/form content
 - If you suspect a problem email the Instructor promptly
- All in All – it is going to be a learning experience!

The Field Post Assignment:

Greetings,

You are receiving this email as you have signed up for the SCC Packet Message passing exercise that opens at 09:00 tomorrow (Wednesday). This exercise continues for one week and closes on next Wednesday at 17:00.

The process begins by sending a properly formatted Check-In message to the Xanadu City EOC using the tactical information that has been assigned to you below. Follow the directions in each received message from XNDEOC. Send a correct response message to continue the process and you will receive the next message in the flow of this exercise. A message with the subject containing "Thank you" will contain your last assignments.

Simulated Scenario for this month's exercise:Xanadu County has experienced an earthquake and some aftershocks. The County EOC and many of the city EOCs are activated. You are assigned as a packet operator at one of the city EOCs.

Your tactical number: 51

Your From ICS
Position: Radio Operator

Your From Location: "Xanadu City 51 EOC". (this is also your Tactical Name for check-in/check-out

Your Tactical Call Sign
is: XND051

Your message prefix is: X51

Starting message
number: your_choice

Incident Name: Xanadu County Earthquake

Activation Number:
(also ICS-309 Task#) XND-23-0118P

Your BBS: Use your normal primary/secondary. There is no simulated-down BBS for this exercise

Simulated city name: Use "Xanadu City 51" as your city/jurisdiction name for any forms. Note that in PacketItForms, you can type in custom text in most fields with pulldown options.

Xanadu County EOC
mailbox: XDNEOC@W1XSC.ampr.org (primary)
XDNEOC@W4XSC.ampr.org (secondary)

XND EOC activation
period: From Wednesday, 01/18/23 09:00 until Wednesday, 01/25/23 17:00

Simulate Voice
communications with
Xanadu EOC: For simulated voice net messages, call the EOC at **650-542-8987** and leave a voice message, SMS/MMS accepted, but voice messages are preferred.
Ref: [2021 Packet Type III Part B course, slide "Standard Packet Subject Line"](#)

You signed up as a: Primary_Station_test

How'd we do: Notices

- XSCEVENT
 - Was informative, didn't make an assignment
- XND@XSC
 - Mostly good – 2 City EOCs missed sending a “notice read” message

How'd we do: Starting Status

- Check-in Ack & Welcome
- URL "handed to you" method explained
- Reminder on DD, HH, MM replacements
- Added +time instructions
- Assignment for operational conditions
- Note about "<" and ">" notes to you

Check-In acknowledge to the Xanadu City Packet Net for this month's message passing communication exercise. You have these guidelines and assignments:

1) Please make sure each message you send has this somewhere in the message content:

**** This is exercise traffic ****

2) This month's practice will simulate forms being handed to you by your EOC supervisor available as PDF via URL.

- a) After they "hand" you the form(s), they walk away and are not available for updates/corrections.
Reminder: you are a FAX machine
- b) You may need to complete the form using the Radio Routing Cheat sheet and your best judgement.
- c) They don't know about Guideline 1) for stating drill traffic in the message, you will need to add to any form missing this. Add to an appropriate field within the form.

3) In any messages you are asked to transmit:

- a) If you see an "XX" (double-X), replace the XX with your assigned tactical number.
- b) Replace any "DD" with the actual day value that you are transmitting the form for the exercise.
- c) "HH" and "MM" with current 24-hour clock hour value and the current minutes value
- d) If you see a "+time" add the correction to the current time. For example, if the form has "HH:MM+3h", use your current time plus 3 hours, or "08/DD/2022+tomorrow", would be enter tomorrow's date for the DD replacement.

4) Please prepare and send a routine ICS-213 to Planning at Xanadu County EOC describing your EOC operational conditions:

- a1) City EOC location status: "primary", "alternate", or "other".
- a2) If "other" provide location details (otherwise omit response a2)
- b1) Power status: "grid", "generator", or "battery"
- b2) Approximate run time in hours: (if on generator or battery. If on grid, omit response b2.)
- c) Radio room staff for next 2 op periods: "yes", "no", or "TBD". (decide if you have adequate staffing already lined up for your next two operational periods for this simulation).

Use the Subject: Xanadu City XX EOC operational conditions

5) Note: This exercise may put some notes into the forms for various fields. A note to you is bracketed by "<" and ">" signs. For example, you may see:

"<enter your simulated field post address>"

Simply, replace the brackets and the note text with the requested text for that field.

[20230118 1-check-in-ack]

ICS-213 operational conditions

- Good go.
- As mentioned, many left Reference field blank
- More variation on responses than anticipated, but requested information was present:

Message: 12

a1) EOC location status: primary
b1) Power status: grid
c) Radio room staff for next 2 op periods: yes

**** This is exercise traffic ****

Message: 12

a1) City EOC location status: primary
b1) Power status: generator
b2) Approximate run time in hours: 72
c) Radio room staff for next 2 op periods: "yes"

**** This is exercise traffic ****

Message: 12

We are at the EOC's primary location, running on a gas generator with approx 48 hrs of run time left. We have sufficient staffing for the following two operational periods.

**** This is exercise traffic ****

Was trying to avoid having extra "non-content" information:

a1) EOC location status: primary
a2) N/A
b1) power status: battery charged and backed up by grid
b2) N/A
c) Radio room staff for next 2 op periods: TBD

**** THIS is exercise traffic ****

XSC OA Jurisdiction Status

- Mostly good
- Handwriting can be a challenge to read.
- Suggestion: look around the rest of the form for repeat characters,
- It was 2796, not 2706:

power outage approx. 2,796 customer

Other 9's are have the "loop" top, but not so much of a hook tail, however if you look at the 0's in the form, they are all nicely rounded and closed.

- Interesting notification of unable to read a letter:

EOC Phone:	
Primary EM Contact Name:	Henry A. Wolfg?ng <spelling?>
Secondary EM Contact Name:	

XSC OA Jurisdiction Status Immediate Notification

- All City EOC's indicated Immediate handling order – yes!
- 4 City EOC's did not notify Xanadu County EOC of an inbound Immediate packet message
- All voice mail messages were pretty much to the point

XSC OA Jurisdiction Status

Attachment field

- Contained a URL
 - “<https://xanadu-city.org/XND-23-0118P>”
- The author of the form put this information there
- It was turned into an “easter egg”
 - The link actually works
- Xanadu EOC noticed 3 different IP addresses trying it out:
 - 2 x ATT (sbcglobal)
 - 1 x Comcast

XSC EOC-213RR Form

- Results for this form introduced a “soft fax” error marking:
 - Specifically, a typo that would not impact understanding or EOC message processing / handling
- Specifically, case is ignored in email addresses:

```
7. Approved By (name, position, email, phone)
Al Hagensen, EOC Director
Ahagensen@xanadue.c..cA.gov
669-555-9182 x201
<With signature>
```

many did not capitalize the A as above, but email would still work just fine

- “with signature” approaches were different, but clear
 - Note to Packet Committee
 - -> need a recommended “with signature” notation

XSC EOC-213RR Form, continued

- “Fredrick Hayes”
 - Some mistakes with “e”
 - Looking around rest of form looks mostly similar to other e’s, and not as similar to other p’s.
 - I used a magnifying glass – might be a good item to have in your kit
- Radio Routing Cheat Sheet
 - The “?” was a reminder to fall back on the cheat sheet for finding the proper ICS To Position to use
 - Two City EOCs literally copied the “?”

Handwritten Mike-mike report

- This was meant to be a learning experience for everyone
- How to convey a handwritten message that contains both normal lines and row/column information? Challenges:
 - How to convey all information on the form in your message(s)?
 - How to make sure it prints correctly?
- Four combinations to consider (Mark's observation):

	Plain Text Message	ICS213 Message
Plain text representation	Workable	Doesn't work
CSV format	Best	Workable

- There is a combination of sending two messages:
 - One with plain text message that references a CSV content message
 - One with pure CSV content that has all the information
 - The two messages can be stapled together on reception/printing

The challenge:

INCIDENT NAME: XANADU COUNTY EARTHQUAKE
 INCIDENT DATE/TIME: 01/DD/2023 07:00

EVENT	MIKE-MIKE TALLY								REPORTING TOTALS					
	MM-1	MM-2	MM-3	MM-4	MM-5	MM-6	MM-7	MM-8	1-3	4	5	6	7	8
INITIAL EARTHQUAKE									0	2	4	5	1	0
1ST AFTERSHOCK									1	3	2	1	0	0
SECOND AFTERSHOCK									5	1	0	0	0	0

PREPARED BY: HERMAN WOOLF, W6WOOF
 DATE/TIME PREPARED: 01/DD/2023 ~~MM:MM~~ HH:MM

Handwritten Mike-mike report, hashing about

- Hash mark representations may or may not be mis-read by the receiving EOC staffer.
- There are no Hash mark characters codings in ASCII
 - It could be read as one, eleven, one hundred eleven, etc.
 - For “I”, “II”, “III”, etc.
 - Also, some cities used a capital I some used a vertical bar |
 - “|”, “||”, “|||”, etc.
- Consideration: convert the equivalent numerical value:
 - “1”, “2”, “3”, etc. respectively
- But then, do this conversion only for handwritten hash marking
 - Yes, seems to fly in the face of being a FAX machine
 - Consider this as the only case of changing the representation of a number to a more readable number
- What is our preference?

Handwritten Mike-mike report

Plain Text Representation

- Plain Text Representation in a Plain Text File
 - Make sure the representation doesn't exceed the line length in Outpost
 - Make sure the representation will print properly without line wrapping on a Portrait oriented print out
 - Can't easily switch to landscape in outpost when auto-printing received messages
 - Avoid TAB characters, use only spaces for whitespace
 - Make sure the message content includes
 - Everything on the handwritten Form 1, and for
 - Plain Text Messages:
 - Include appropriate Radio Routing slip information, e.g.:
 - » ICS TO and ICS FROM information
 - » Subject and Date if not already on the Form 1
 - For ICS213 Messages, this information ICS TO/FROM is put in the “header” section

Handwritten Mike-mike report

Plain Text Representation in Plain Text

Looks good in Outpost

```
To: Planning, Xanadu County EOC
From: Xanadu City 69 EOC
Handling: Routine
Reference: FJC-1073P
```

```
INCIDENT NAME: XANADU COUNTY EARTHQUAKE
INCIDENT DATE/TIME: 01/18/2023 07:00
```

EVENT	MIKE-MIKE TALLY								REPORTING TOTALS							
	MM-1	MM-2	MM-3	MM-4	MM-5	MM-6	MM-7	MM-8	1-3	4	5	6	7	8		
INITIAL EARTHQUAKE				2	4	5	1		0	2	4	5	1	0		
1ST AFTERSHOCK		1		3	2	1			1	3	2	1	0	0		
SECOND AFTERSHOCK	2		3	1					5	1	0	0	0	0		

```
PREPARED BY: HERMAN WOOLF, W6WOOF
DATE/TIME PREPARED: 01/18/2023 20:43
```

```
**** This is exercise traffic ****
```

Handwritten Mike-mike report Plain Text Representation in Plain Text

In printing, line lengths (?) got screwed up in print and column widths have issues.



FJ as XNDEOC



To: xnd069@w3xsc.ampr.org
xndeoc@w1xsc.ampr.org
Sent: 1/18/2023 20:49
Received: 1/18/2023 20:50
Subject: X69-526P_R_Xanadu City 69 Mike-Mike summary
Local Msg ID: XND-7088P

To: Planning, Xanadu County EOC
From: Xanadu City 69 EOC
Handling: Routine
Reference: FJC-1073P

INCIDENT NAME: XANADU COUNTY EARTHQUAKE
INCIDENT DATE/TIME: 01/18/2023 07:00

| MIKE-MIKE TALLY | REPORTING TOTALS |
EVENT | MM-1| MM-2| MM-3| MM-4| MM-5| MM-6| MM-7| MM-8| 1-3 | 4 | 5 | 6 | 7 | 8 |

-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+
INITIAL EARTHQUAKE | | | 2 | 4 | 5 | 1 | | 0 | 2 | 4 | 5 | 1 | 0 | |
1ST AFTERSHOCK | | 1 | | 3 | 2 | 1 | | | 1 | 3 | 2 | 1 | 0 | 0 | |
SECOND AFTERSHOCK | 2 | | 3 | 1 | | | | 5 | 1 | 0 | 0 | 0 | 0 | |

PREPARED BY: HERMAN WOOLF, W6WOOF
DATE/TIME PREPARED: 01/18/2023 20:43

**** This is exercise traffic ****

Also, don't use "Print, no headers" in Outpost for this type of representation

Handwritten Mike-mike report Plain Text Representation in Plain Text

Another example:



as XNDEOC



To: xnd073@w1xsc.ampr.org
To: xndeoc@w1xsc
Sent: 1/22/2023 14:59
Received: 1/22/2023 15:02
Subject: X73-020P_R_Xanadu City XX Mike-Mike summary - Alternate report method.
Local Msg ID: XND-7238P

To: Planning, Xanadu County EOC
From: Radio Operator, Xanadu City 73 EOC

Incident Name: Xanadu County Earthquake
Incident Date/time: 01/22/23 at 07:00

Event	Mike-Mike Tally								Reporting Totals							
	1	2	3	4	5	6	7	8	1-3	4	5	6	7	8		
Initial Earthquake:	0	0	0	2	4	5	1	0	0	2	4	5	1	0		
1st Aftershock:	0	1	0	3	2	1	0	0	1	3	2	1	0	0		
Second Aftershock:	2	0	3	1	0	0	0	0	5	1	0	0	0	0		

Prepared By:
Herman Woolf, W6WOOF
01/22/23 at 14:50

**** This is exercise traffic ****

Handwritten Mike-mike report

Plain Text Representation in ICS 213

Some received, all had row/column alignment problems

Message: 12

Incident Name: Xanadu County Earthquake

Incident Date/Time: 01/21/23,07:00

Mike Mike Tally Reporting Totals

Event	MM-1	MM-2	MM-3	MM-4	MM-5	MM-6	MM-7	MM-8	1-3	4	5	6	7	8
-------	------	------	------	------	------	------	------	------	-----	---	---	---	---	---

Initial Earthquake	2	4	5	1	0	2	4	5	1	0				
--------------------	---	---	---	---	---	---	---	---	---	---	--	--	--	--

1st Aftershock	1	3	2	1	1	3	2	1	0	0				
----------------	---	---	---	---	---	---	---	---	---	---	--	--	--	--

Second aftershock	2	3	1	5	1	0	0	0	0					
-------------------	---	---	---	---	---	---	---	---	---	--	--	--	--	--

Prepared by: Herman Woolf, W6W00F

Date/Time prepared: 01/21/2023, 07:47

**** This is exercise traffic ****

Handwritten Mike-mike report CSV format in a Plain Text file

- We have practiced this in the past
- On reception, the packet radio operator would
 - Automatically print the plain text message as received
 - Manually copy the CSV content of the message body into a separate file and name with a .csv suffix.
 - Use their spreadsheet application
 - Adjust column widths as needed
 - Print the file
 - Staple that print on top of the original message
- Make sure somewhere: e.g., Subject, First line of message, that there is indication that the message has CSV content
 - Suggestion: put “ CSV” at the end of the subject line always. This worked well for some of the messages

Handwritten Mike-mike report CSV format in a Plain Text file

Here is one with of hash tags (missing ICS To/From header info)

X57_plain

INCIDENT NAME: XANADU COUNTY EARTHQUAKE															
INCIDENT DATE/TIME: 01/18/2023 07:00															
MIKE-MIKE TALLY										REPORTING TOTALS					
EVENT	MM-1	MM-2	MM-3	MM-4	MM-5	MM-6	MM-7	MM-8	1-3	4	5	6	7	8	
INITIAL EARTHQUAKE										0	2	4	5	1	0
1ST AFTERSHOCK										1	3	2	1	0	0
SECOND AFTERSHOCK										5	1	0	0	0	0
**** This is exercise traffic ****															

Handwritten Mike-mike report CSV format in a Plain Text file

Here is one with hash shorthand converted to numeric representation:

X74-817P_R_Xanadu City 74 Mike-Mike summary

ICS To: Planning, Xanadu County EOC															
Subject: Xanadu City 74 Mike-Mike summary															
INCIDENT NAME: XANADU COUNTY EARTHQUAKE															
INCIDENT DATE/TIME: 01/23/2023 07:00															
MIKE-MIKE TALLY									REPORTING TOTALS						
EVENT	MM-1	MM-2	MM-3	MM-4	MM-5	MM-6	MM-7	MM-8	1-3	4	5	6	7	8	
INITIAL EARTHQUAKE				2	4	5	1			0	2	4	5	1	0
1ST AFTERSHOCK		1		3	2	1				1	3	2	1	0	0
SECOND AFTERSHOCK	2			1						5	1	0	0	0	0
PREPARED BY: HERMAN WOOLF, W6WOOF															
DATE/TIME PREPARED: 01/23/2023 14:13															
**** This is exercise traffic ****															

Handwritten Mike-mike report CSV format in a Plain Text file

This method also works, as plain text message content has the ICS To/From and the stapled spreadsheet print will have the Form 1 information

```
ICS To: Planning, Xanadu County EOC
From: Herman Woolf, Xanadu City 72 EOC

CSV file follows:

Incident Name: Xanadu County Earthquake,,,,,,,,,,,,,
Incident Date/Time: 01/20/2023 07:00,,,,,,,,,,,,,
,Mike-Mike tally,,,,,,,,,,,,,Reporting totals,,,,,
EVENT,MM-1,MM-2,MM-3,MM-4,MM-5,MM-6,MM-7,MM-8,,1 - 3,4,5,6,7,8
Initial Earthquake,0,0,0,2,4,5,1,0,,0,2,4,5,1,0
1st Aftershock,0,1,0,3,2,1,0,0,,1,3,2,1,0,0
Second Aftershock,2,0,3,1,0,0,0,0,,5,1,0,0,0,0
,,,,,,,,,,,,,
"Prepared By: Herman Woolf, W6WOOF",,,,,,,,,,,,,,
Date/Time Prepared: 01/20/2023 12:06,,,,,,,,,,,,,

**** This is exercise traffic ****
```

Handwritten Mike-mike report

CSV format in ICS213 message field

- This can work!
- Best to indicate in the message that there is CSV content and which lines are to be used for the CSV “copy and paste”.
 - Only one city did this
 - Please make it clear which lines are to be copied as CSV content
- Print the CSV content using preferred spreadsheet and staple behind the ICS213 form, so the ICS To/From information is on top
- Some cities did the alternate suggestion and varied between plain txt and ICS213 for practice
- Make sure somewhere: e.g., Subject, First line of message, that there is indication that the message has CSV content
 - Suggestion: put “ CSV” at the end of the subject line always. This worked well for some of the messages

Handwritten Mike-mike report CSV format in ICS213 message field

- The one city with hash mark conversion, just missing mention of CSV

```
Message: 12
----- copy below this line -----

Incident Name: Xanadu County Earthquake,,,,,,,,,,,,,
Incident Date/Time: 01/17/2023,,,,,,,,,,,,,
,,,,,,,,,,,,,
,Mike-Mike Tally,,,,,,,,,Reporting Totals,,,,,
EVENT,MM-1,MM-2,MM-3,MM-4,MM-5,MM-6,MM-7,MM-8,1-3,4,5,6,7,8
Initial Earthquake,,,2,4,5,1,,0,2,4,5,1,0
Ist Aftershock,,1,,3,2,1,,,1,3,2,1,0,0
Second Aftershock,2,,3,1,,,,,5,1,0,0,0,0
,,,,,,,,,,,,,
"PREPARED BY: HERMAN WOOLF, W6WOOF",,,,,,,,,,,,,
DATE/TIME PREPARED: 01/17/2023 22:17,,,,,,,,,,,,,

----- copy above this line -----

**** This is exercise traffic ****
```

Handwritten Mike-mike report CSV format in ICS213 message field

- Another city

T O	ICS Position: ⁷ Planning	F R O M	ICS Position: ⁸ Radio Room Supervisor
	Location: ⁹ Xanadu County EOC		Location: ⁹ Xanadu City 68 EOC
	Name:		Name: Herman Woof
	Telephone #:		Telephone #:
Subject: ¹⁰ Xanadu City 68 Mike-Mike summary			
Reference: ¹¹ XND-7159P / FJC-1073P			
Message: ¹²			
Data for our Mike-Mike summary follows in CSV format inline below.			
Incident Name:,Xanadu County Earthquake,,,,,,,,,,,,,			
Incident Date/Time:,,01/20/23,07:00:00 AM,,,,,,,,,,,,,			
,,,,,,,,,,,,,			
,Mike-Mike Tally,,,,,,,,,Reporting Totals,,,,,			
Event,MM-1,MM-2,MM-3,MM-4,MM-5,MM-6,MM-7,MM-8,1-3,4,5,6,7,8			
Initial Earthquake,,,,,2,4,5,1,,0,2,4,5,1,0			
1st Aftershock,,1,,3,2,1,,,1,3,2,1,0,0			
Second Aftershock,2,,3,1,,,,,5,1,0,0,0,0			
,,,,,,,,,,,,,			
**** This is exercise traffic ****,,,,,,,,,,,,,			

Handwritten Mike-mike report

Two messages

- This works too:

```
Subject: 10 Xanadu City 70 Mike-Mike summary
Reference: 11 FJC-1073P
Message: 12
Please see packet message X70-3865P for attached Mike-Mike summary in CSV format.

**** This is exercise traffic ****
```

Handwritten Mike-mike report Comments and Discussion

- Real time notes on comments and suggestions

ICS-309s

- Packet ICS309
 - Nicely done for packet
 - Mostly task name issues
 - Manual operators – thanks for the extra effort
- Simulated voice net ICS309
 - Only three cities turned this in !!!!

Summary

Nice practice for this go!

- Expect more PackItForms filled out by hand
- Expect more handwritten Form 1s

Next practice will be February 15th 2023 [!!!], 3rd Wednesday

- Event already posted for signup
- Scenario: T.B.D.

Next UP: Exercise Scorecard

- Reminder, there is no pass or fail
- The scorecard is a tool for indicating areas for improvement
- Did not color the Mike-Mike messages as this was all a learning experience